

Quick Start Guide – EXCEL

Version 2.1 • For Excel 95/97

1. Overview

Changes to the Y2K Self-Help Tool can be implemented incrementally by saving a session in Excel.

Executing the functions requires time and memory; closing other applications when running the tool may improve tool performance. Tool performance is slower when operated in Excel 97 than in Excel 95.

2. Tool Features

Year 2000 Pull-Down Menu

The Year 2000 pull-down menu is an exclusive feature of the Y2K Self-Help Tool. Located in the Excel title bar, this pull-down menu gives the user access to various functions, including accessing the other worksheets (via the “Manager” roadmap), calculating risk and criticality, printing, and generating Y2K Help screens.

In case of errors associated with the Year 2000 pull-down menu, the user can dismiss the menu manually by selecting “Delete Year 2000 Menu” from the Year 2000 pull-down menu.

Manager

Use this screen to act as your roadmap through the tool. The numbered buttons provide direct access to the phase specified.

Y2K Help

Cells with red dots suggest Y2K Help capability. To access the help text, select “Y2K Help” from the Year 2000 pull-down menu.

Required Fields

The red text in the column headings denotes required fields. The required fields must have information in every record for the tool to calculate criticality and risk ratings. If information is not available for a required field, fill the field with “N/A” to avoid an error message.

Security

Each sheet of the workbook is protected from changes, including formatting changes. Do not change the names of the worksheets, as this would compromise the tool.

Tailoring the Default Information

The tool provides ample flexibility for tailoring specific business functions to a company’s needs. Modify the defaults by adding and deleting business functions (we suggest a minimum of three business functions).

Restoring the List of Defaults

Select “Clear/All Sheets” from the Year 2000 pull-down menu to clear the entire workbook of all user-input information and restore the original list of business functions on Sheet 2-1 (Business Functions) and the original list of external

threats on Sheet 2-4 (External Threats). Use caution when selecting this option, as changes cannot be reversed.

3. Utilities

Using Excel Features

Certain Excel features are available in the Y2K tool, and are described in this section. Some Excel features, including formatting cells and rows, are not available due to the protection schemes.

Deleting a Row

Select “Clear/This row” from the Year 2000 pull-down menu to delete a row. The tool will check to make sure you have selected a valid row for deletion. Rows can be deleted one at a time.

Deleting a Cell

When deleting the contents from a cell, use the delete key. Do not use any other method, such as the space bar as a shortcut.

Printing

Select “Print” from the Year 2000 pull-down menu for printing options.

Sorting

Select “Sort” from the Year 2000 pull-down menu to sort the relevant worksheets by certain keys.

Freezing Panes (Excel)

Select “Freeze panes” from the Window pull-down menu. This effectively freezes all cells above and to the left of the selected cell.

Page Setup (Excel)

Select “Page Setup” from the File pull-down menu to change the printing defaults, including the magnification (“Scaling”), header and footer information, and paper size.

Entering Text Data

When entering text in a cell, you can hard code a single quote (') to denote a text, (e.g., for a serial number 10/3AB, type '10/3AB).

Importing From Previous Versions of the Tool

This functionality enables users to upgrade their data with subsequent revisions of Conversion 2000. To move data from one Excel tool to another:

- a. Open the destination Y2K Excel Tool, Version 2.1 or later.
- b. Select “Import” from the Year 2000 pull-down menu. Users are prompted for the source Y2K Excel Tool, which must reside in the current directory as the destination file.
- c. All previous data in the latest Excel tool will be deleted prior to import.